

Southeastern Michigan HIV/AIDS Council
Executive Committee
September 10, 2003
Minutes

Committee: **Executive**

Date: September 10, 2003

Those Present:

Waymond Burks
Keith Meeks
Michael Parent
Dannie Jones
Brenda Stimson
Jewell Martin, Staff
Cynthia Marshall, Staff
James Hernandez, Staff
Lorraine Dragun, Staff

Maxine Lee, Chair
Liz Dawsey, Chair
James Knox
Catharine Williams
Joy Schumacher
Jonsea Nelson
Kalvin Scarber
Lawrence Harper, Guest

Absent:

Jeffrey Hawkins, Council Chair

Call to Order: The meeting was called to order at 3:10pm.

Topic	Discussion/Recommendations	Responsible Party
Old Business: Update on SEMHAC Coordinator Position	Candidates have been selected and interviews are to begin this week. Interview questions are objective, weighted and based upon the job description.	Jeffrey Hawkins, Jewell Martin

Topic	Discussion/Recommendations	Responsible Party
Planning Council Training:	<p>The trainer will be selected soon. Two phone interviews have taken place with one of the trainers, and a final decision will be made, with the training scheduled within the next few weeks. It was suggested by Michael Parent that the training take place in January so that new Council members who begin their 2004-2006 terms may be included. Maxine Lee said that the suggestion would be taken under consideration. Cost for the training will be determined once the outcomes and objectives have been set.</p>	Jeffrey Hawkins, Jewell Martin
Grantee's Report	<p>Jewell Martin stated that an assessment of the Council and its committees will be conducted by the Technical Assistant prior to the training. The TA will contact Committee Chairs to schedule a one hour meeting for early October.</p> <p>HRSA has invited 5 Title I EMAs to review a substance abuse/HIV-AIDS training curriculum that has been developed. Council Chair and Co-Chairs have been invited to attend, as well as Grantee staff and providers.</p> <p>At the end of the Prioritization and Allocation process the Grant Application will be written. It is due on October 24.</p> <p>Fern Clement, from the City of Detroit Planning Council, needs to gather HIV/AIDS information to include in her consolidated plan which includes funding for HOPWA. Members of the HIV/AIDS area of the Health Department have been invited to attend a informational meeting on 9/22 & 9/23.</p>	

Topic	Discussion/Recommendations	Responsible Party
Needs Assessment Committee Report	No Report. Committee will resume meetings on Monday September 15, from noon-2 PM.	
Long Range Committee Report	No report.	
PWC Report	Catherine Williams questioned the veracity of some of the reports from City Cab. Joy Schumacher and the Grantee responded to several questions regarding charges for transportation.	
Nominations and Bylaws	SOPs have been developed and will be distributed to members tomorrow. Everyone has been given the new copies of bylaws.	
Evaluation	No chair present.	
Resource and Development	Chair is working with staff to get the final budget format completed.	
Media/Marketing	James Knox stated that Lawrence Harper had presented to his committee, but had never produced anything in writing for them. He requested that he be paid for the service that he wanted to provide (web site, and technology). It was a conflict of interest, since he was a council member. James has not heard from him since that meeting, which was in February or March.	

